DRAFT

Office of the CIO

Technology Directive

NUMBER:
TD 12-03

SUBJECT:	DATE ISSUED:
Enterprise Geographic Information Systems (eGIS) Centralized GIS Software Management	TBD
	EXPIRES: UNTIL RESCINDED
	CIO PROGRAM: ENTERPRISE GIS

REFERENCES:

Distribution	Board Information Technology Deputies Department Heads and Chief Deputies CIO Council Enterprise GIS Committee
Purpose	1. Reduce GIS software licensing costs 2. Monitor software utilization to optimize the use of GIS software, 3. Improve the efficiency of software maintenance, 4. Increase the speed of software deployment.
Background & Context	The County, on average, spends close to $600,000 annually for GIS software products and services from ESRI. These licensing costs may not reflect optimal license counts and levels, and separate licensing agreements limit the ability to transfer unused licenses to departments that need additional licenses, increasing cost.
Directive	1. All licenses for GIS software from Environmental Systems Research Institute (ESRI) will be managed through a countywide agreement established by the Internal Services Department (ISD). 2. The Enterprise GIS Program will provide a tool for department to monitor their license utilization to support optimized license usage. 3. Departments will transfer licenses from internal license servers to the centralized license server hosted by the eGIS Program. The eGIS Program manages a Countywide license maintenance agreement with ESRI (customer #20) which ensures access to new software versions, technical support, and reduces administration costs for departments. All GIS Software from ESRI will be transferred from departmental maintenance agreements to the Countywide agreement "as-is". ISD will

manage the central maintenance contract with ESRI, and bill departments for the cost of their licenses, without an overhead charge.

The Geographic Information Officer will review requests for additional licenses to determine if unused licenses can be transferred to requesting departments, reducing license acquisition costs.

The eGIS Program will use a software license management tool (OpenLM or equivalent) to monitor and provide license usage statistics for each department to support license optimization before licenses are transferred to the central license pool.

Departments will transfer their licenses to the central license server pool which enables users to "check out" licenses as they are used.

Note: Departments can work with ISD to maintain a local backup license server and license pool to ensure continued access to GIS software in case of disasters or network connectivity issues.

Scope & Applicability	All Departments that acquire and maintain GIS software from ESRI are subject to this Technology Directive.
	The CIO will coordinate with the Internal Services Department (ISD) Enterprise GIS (eGIS) Program to ensure compliance with this Technology Directive.
Exceptions	There are no exceptions for the centralized maintenance agreement. Public safety and confidential systems may be exempt from the central license pool as approved by the Geographic Information Officer.
Definitions	**GIS** – Geographic Information Systems **ESRI** – Environmental Systems Research Institute **CIO** – County of Los Angeles, Chief Information Office. **CEO** – County of Los Angeles, Chief Executive Office **ISD** – County of Los Angeles, Internal Services Department

Approved

_____
Richard Sanchez, Chief Information Officer
County of Los Angeles

Please contact the Office of the CIO (213.253.5600 or info@cio.lacounty.gov) for questions concerning this Technology Directive. This document is also available online at http://ciointranet.lacounty.gov/